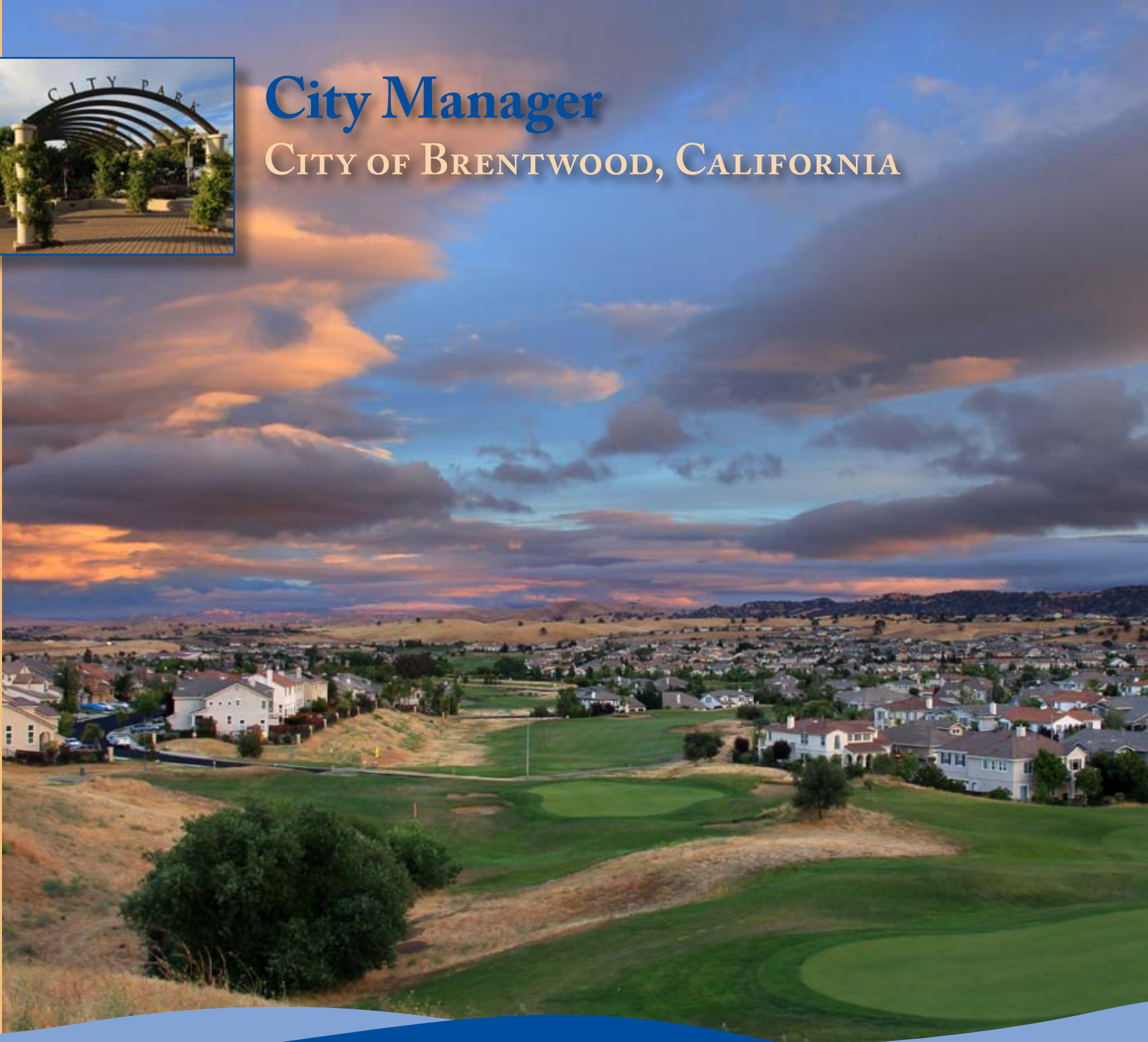




City Manager

CITY OF BRENTWOOD, CALIFORNIA



THE COMMUNITY

Located just 55 miles east of San Francisco in the far Eastern Contra Costa County region, the city of Brentwood is a charming and desirable community for residents and businesses alike. The community has a long history in agriculture and farming production that continues today even with the significant residential growth the city has experienced in recent years. In the late spring and summer months, area farms are brimming with agri-tourists seeking out the latest stone fruits, corn, and cherries.

The city's incorporated boundary currently totals 14.8 square miles with a sphere of influence that totals 17.4 square miles. The well-planned growth of Brentwood took the population of 3,500 just 20 years ago to nearly 55,000 residents today. The city anticipates a planned build-out population of close to 80,000.

As a bedroom community to the Bay area and Central Valley, residents find transportation access by State Route 4 as well as Tri Delta Transit and the Pittsburg/Bay Point BART Station. The Brentwood Unified School District and Liberty Union High School District offer eight elementary, three middle, and three high schools as well as other special educational programs within the region.

For the seventh consecutive year, Brentwood has been designated by KaBOOM! as a Playful City USA. With 221 developed acres of parkland, 62 parks, numerous pocket parks and facilities, an aquatic center, senior center, and 16 miles of beautiful multi-use trails, Brentwood provides outstanding recreational opportunities to support healthy lifestyles. The Shadow Lakes Golf Club and the Deer Ridge Golf Club were constructed to take advantage of the views of Mt. Diablo, and a number of neighborhoods are nestled around these golf courses. In addition to these two courses the Golf Club at Brentwood offers 27 holes of championship golf. Brentwood offers a variety of housing options within quality neighborhoods, including gated communities as well as active adult communities (Trilogy at the Vineyards). Brentwood's median home sales price in July/August 2014 was \$450,000 to \$500,000.

The visual and performing arts are well represented in Brentwood. The city is home to the Brentwood Art Society, which sponsors events such as the annual Art, Wine, and Jazz Festival; the Artists Open Studio Tour; open mic nights; and other gatherings and shows. The Art Society is also a supporter of the Brentwood Theater Company, which since 2010 has been producing Broadway musicals and musical reviews in venues around the city.

The overall improvement in the Bay Area economy and anticipated 2015 completion of eBart in Antioch and highway improvements in East Contra Costa County are playing a part in the revival of strong economic growth in Brentwood. One of the most exciting development opportunities in Brentwood is linked to the two Federal research facilities – Lawrence Livermore National Laboratory and Sandia National Laboratories – that are located 25 minutes south of Brentwood. Brentwood has established close relations with the national labs and is a member of i-GATE, which is a regional partnership designed to promote tech-oriented business growth connected with the labs.

To learn more about Brentwood, please visit www.brentwoodca.gov.

THE ORGANIZATION

Incorporated in 1948, Brentwood operates under the Council/Manager form of government. The five-member City Council enjoys an effective and cooperative working relationship and includes a directly elected Mayor and four members elected at large. With an uncontested upcoming election for two City Council seats, the Council recently affirmed the incumbents, and the November election was cancelled.

The City Council appoints the City Manager and in-house City Attorney. The city has a full-time staff of 270 employees and total operating budget of \$164.6 million. Brentwood provides a full range of services including police, parks and recreation, public works, economic development, planning, building, code enforcement, engineering and inspection, housing, and general administrative services. Brentwood operates public water and wastewater utilities as well as provides refuse collection and disposal and a recycling program. The city receives fire protection services from the East Contra Costa Fire Protection District. City departments include Parks & Recreation, Police, Public Works, Community Development, Finance & Information Systems, and Administration. Brentwood recently negotiated 5-year agreements with its labor groups which terminate on June 30, 2017.

One of Brentwood's greatest assets is its people, especially those who devote their skills, knowledge, experiences, and time to serving their community. Advisory bodies to the City Council include the Arts Commission, Park & Recreation Commission, Planning Commission, Brentwood Advisory Neighborhood Committee, and Youth Commission.

The City Council's goals include continued delivery of excellent public services; providing for the public's safety; long-term fiscal stability and sustainability; promoting economic and community development; enhancing community and neighborhood improvement; and providing for effective transportation and infrastructure. Several major projects are currently underway or planned that will have a significant and positive impact on the community of Brentwood. These include the following:

DOWNTOWN BRENTWOOD REVITALIZATION –

In 2011, Brentwood opened a new 90,000-square-foot combined City Hall and community center, with state-of-the-art City Council Chambers, 280-space parking garage, and a redesigned 2½-acre City Park, which hosts family-oriented, cultural events. Numerous future projects include a new public library, revision of the Downtown Specific Plan, and continued support for the local merchants and property owners.

BRENTWOOD BOULEVARD – A specific plan was adopted in 2012 in order to help create a gateway boulevard effect with new zoning and land uses, design guidelines and standards for buildings, roadway widenings, and landscape strips and medians.

AGRICULTURAL PRESERVATION –

Preserving Brentwood's rich heritage speaks directly to the city's commitment to enhance agricultural farming and production. The city works to help area farms increase their economic vitality through a number of programs, including the acquisition of 988 acres of conservation easements.

WASTEWATER TREATMENT PLANT EXPANSION –

Environmental review process is underway for expansion of the city's Wastewater Treatment Plant. The expansion will be sized and designed to serve build-out demands of the city as projected through the General Plan residential and non-residential growth.

WATER SYSTEM – The city is working cooperatively with the Contra Costa Water District to improve long-term potable water supply, reliability, and quality.

In July 2014, the City of Brentwood adopted its new General Plan, which involved extensive public outreach and community input. The planning and growth document calls for the preservation of agricultural areas and the protection of hillsides and ecosystems within the Urban Limit Line. Main themes of the document include maintaining Brentwood's agricultural roots, family-oriented environment, and strong sense of community.

THE POSITION

Having recently accepted a special district appointment, the former City Manager served the city of Brentwood for 17 years, the last 3 years as City Manager. The City Council views Brentwood's next City Manager as vital to the future growth of the community over the next 20 years. With this anticipated growth, the Council expects the organizational culture to continue to evolve in providing quality customer service, streamlined processes, and a reinvigoration of excellence in serving the residents and businesses alike. As such, the new City Manager will bring proven experience in leading an evolving organization and assessing the organizational culture as it relates to the community's changing needs.

A skilled and experienced management team will support the new City Manager, thereby allowing the Manager to lead rather than getting involved in the mechanics. That said, with the anticipated retirements of key staff, the City Manager will identify opportunities for succession planning within the organization. Proven experience in the selection of key executive staff that fit the community and organizational culture is strongly desired.

The City Manager will work closely with the City Council, supporting its vision, and positioning the organization to be a high-performing city in attracting future businesses and jobs for residents. The Manager will



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maintain fiscal stability and responsibility, promote sustainability, and continue to grow the services that the city offers at a high quality level.

The Council is seeking a progressive visionary with a caring heart; an individual who will embrace the unique history, culture, and small-town character of Brentwood while preparing the community for future growth and development. The City Manager will understand the importance of effective relationships within the community. It is expected that the City Manager will be visible and actively involved within the community and will focus on the residents and businesses first and foremost.

The ideal candidate will possess experience as a City Manager in a smaller city who is looking to apply their trained skillset in a larger, growing community. Assistant City Managers in larger communities are also encouraged to apply. Most importantly, the Council is interested in candidates who are passionate about servant leadership and truly want to serve the community of Brentwood. According to a recently adopted ordinance, the City Manager is required to reside within the Eastern Contra Costa Fire Protection District (249 square-mile area). A generalist background is most desired, although technical experience in the areas of budget and finance are appreciated. A Bachelor's degree in public administration, business

administration, or a closely related field is required; a Master's degree is preferred.

THE COMPENSATION

The annual salary for the position of City Manager is up to \$242,787, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the city offers the following benefits.

RETIREMENT – *Classic Members:*

CalPERS 2% at 60 plan; 7% employee contribution. *New Members:* CalPERS 2% at 62 plan; 6.25% employee contribution.

MEDICAL INSURANCE – City provides up to \$1,326.63 per month.

DENTAL & VISION INSURANCE – City provides full family coverage for dental and vision at no cost to the employee.

LIFE INSURANCE – \$150,000 term policy.

LONG-TERM DISABILITY INSURANCE – Benefit based on \$15,000 per month maximum.

ANNUAL LEAVE – Vacation leave accrual according to years of service; sick leave of 96 hours; 14 set holidays; 2 personal holidays.

SEARCH SCHEDULE

Resume filing deadline October 24, 2014
Preliminary Interviews.....November 3-7, 2014
Recommendation of CandidatesNovember 12, 2014
Finalist Interview ProcessDecember 5 and 6, 2014

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



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